

CaER ISO 9000 Implementation Team Meeting
8/29/02

Attendees:

Carolyn Plank/CD02
Wendy Sullivan/CD02
Tina Smith/CD20
Caroline Wang/CD30
Lynn Garrison/CD30
Judi Hollingsworth/CD50
Shelia Nash-Stevenson/CD60
Judy Pettus/CD70

Items Discussed:

1. Quality Objectives – Each department should put together a list of quality objectives that they strive to reach. These quality objectives should relate back to the MSFC values. We must have them for the upcoming audit. They are due to Caroline Wang by Sept.4.
2. Master Schedule – Caroline is putting together a new master schedule to help prepare for the NQA audit.
3. New Audit Handbook – Caroline is working on a new audit handbook. The new version will be simplified, contain an acronym list, and include quality objectives. This handbook should be finished sometime next week.

Important Dates:

Refresher Class
September 12

Paper Audit
September 17

Internal Audit
September 23-27

NQA Audit
November 5, 6, 7